

OTE 86-1004

18 FEB 1986

MEMORANDUM FOR: Director of Personnel

FROM:

Director of Training and Education

SUBJECT: Recruitment for Office of Training
and Education

1. The Office of Training and Education (OTE) plans to launch a direct recruitment campaign that will complement the recruitment effort conducted by the Office of Personnel (OP). Attached are four advertisements that we would like placed as soon as possible. We anticipate that the placement of one general advertisement in the The Washington Post and three specific notices in more specialized periodicals will generate an enthusiastic response.

2. While OP recruiters have OTE requirements and we do receive applicant files, we are not seeing nearly enough; nor are we seeing high quality individuals with appropriate experience, education and skills. We anticipate over 50 positions to fill in FY 86 and only have 21 in process. Moreover, the Office is seriously lacking people at the GS 9 to 11 level. A successful, one-time direct recruitment effort will enable the Office to increase the strength of our junior officer cadre.

Attachments

SUBJECT: Recruitment for Office of Training and Education

Distribution:

Original - Addressee

1 - OTE/PERS

1 - OTE Division Chiefs, w/attachment

1 - ADC

1 - OTE Chrono

STAT

DDA/OTE,



(6 Feb. 1986)

CIA...WHERE YOUR

CONTRIBUTIONS

MAKE A DIFFERENCE

TO YOUR FUTURE

AND OUR NATION

CAREERS IN TRAINING

INSTRUCTOR: MANAGEMENT TRAINING AND EXECUTIVE DEVELOPMENT

CIA's Training Office needs instructors for management training and executive development. You will design, conduct, and evaluate training for new supervisors, managers, and executives. An advanced degree in Human Resource Development, Organizational or Industrial Psychology, Management, or a related area is required along with relevant instructional experience. Supervisory or management experience is desired. Starting salaries begin at \$25,000 and depend on prior experience and qualifications. If you are interested in being a training careerist, send your resume to:

CENTRAL INTELLIGENCE AGENCY
P.O. BOX 3705
Central Station
Arlington, VA 22203

Place in: Training and Development Journal
Advertising Department
ASTD
1630 Duke Street
P.O. Box 1443
Alexandria VA 22313

LANGUAGE INSTRUCTORS

TRANSLATE YOUR SKILLS
INTO AN EXCITING CAREER

The Central Intelligence Agency's Training Office is seeking qualified full and part time instructors.

LANGUAGES:

Arabic (Eqyptian, Eastern, Western)	Bulgarian
Chinese (Mandarin)	Czech
Dari	Farsi
French	French with Haitian Creole
German	Greek
Hindi	Italian
Indonesian	Japanese
Korean	Malay
Pashto (Pushtu)	Russian
Serbo-Croatian	Spanish
Spanish with Basque or Catalan	Swahili
Tagalog and/or other Philippine languages	Turkish

You will teach all levels of speaking, reading, and understanding; develop teaching and testing materials; contribute to curriculum development. To qualify you must have related teaching experience, preferably with adults; degree in foreign language, foreign language education, applied linguistics, or related fields; native or near native proficiency in appropriate languages. A foreign language and English test is required. U.S. citizenship is preferred. Starting salaries range between \$17,000 and \$23,000 and depend on experience and qualifications. Send resume to:

CENTRAL INTELLIGENCE AGENCY
P.O. Box 3705
Central Station
Arlington, VA 22203

Place In:

ACTFL.
Mrs. Amy Winter
579 Broadway
Hastings on the Hudson
New York 10706
(914)478-2011

TESOL
Mr. Aaron Berman
P.O. Box 14396
San Francisco CA 94114
(415) 697-5638

Instructional Design Specialists

Suggested Professional Journals

American Education Research Association
1250 17th St. N.W.
Washington D.C.
225-9485

Federal Research Service
570 Maple Ave.
Vienna, VA
281-0200

Association for Supervision and Curriculum Development
225 North Washington St.
Alexandria, VA
549-9110

Association of Part-time Professionals, Inc.
7655 Old Springhouse Road
McLean, VA
734-7975

Chronicle of Higher Education
1555 New Hampshire Ave.
Washington D.C. 20036
828-3500

CIA...WHERE YOUR CONTRIBUTIONS
MAKE A DIFFERENCE
TO YOUR FUTURE AND OUR NATION

CENTRAL INTELLIGENCE AGENCY
NEEDS TRAINING PROFESSIONALS

INSTRUCTIONAL DESIGN SPECIALISTS

You will evaluate existing training programs, conduct training need surveys, develop curriculum responsive to surveys using multi-media and Computer Based Training (CBT) methods. Advanced degree in Instructional Design, Instructional Technology or training/educational evaluation is required. Three to five years designing and evaluating training programs, adult teaching experience, excellent writing and organizational skills, as well as effective work in a consulting role is required. Some experience delivering video media and CBT is also required.

In exchange for your contribution, you will receive a competitive salary, excellent benefits, and the satisfaction that comes from contributing to efforts of vital national importance. In addition, you will enjoy living and working in the Washington, D.C. area, with its array of cultural, athletic, and historic attractions.

For consideration, send your resume to:

CENTRAL INTELLIGENCE AGENCY
P.O. BOX 3705
Central Station
Arlington, VA 22203

(See attached list of publications for placement)

General Advertisement to be placed in The Washington Post

CIA WHERE YOUR CONTRIBUTIONS
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CENTRAL INTELLIGENCE AGENCY

NEEDS TRAINING PROFESSIONALS

CIA's Training Office needs bright and energetic people to serve as trainers and instructors in a variety of fields.

All positions require excellent writing and speaking skills, and an advanced degree or extensive experience in a relevant area.

POSITIONS:

Foreign Language Instructor	Computer Skills Instructor
Computer-Based Training Author	Instructional Design Specialist
TV Production Specialist	Computer Systems Instructor
Management Trainer	Training Administrator

The starting salary ranges from 19,000 to 26,000 and depends on qualifications and experience.

If you are interested in a career in training in an exciting organization, please send your resume to:

CENTRAL INTELLIGENCE AGENCY
P.O. Box 3705
Central Station
Arlington, VA 22203